PHILIP MORRIS U.S.A.

INTER-OFFICE CORRESPONDENCE

RICHMOND, VIRGINIA

To: . Arthur J. DeBaugh, Esq.

Date: December 3, 1990

From: . Lewis Cummings

Subject: . Records Management Manual and Records Management Brochure Revisions

Attached is a copy of the revised Records Management Manual and Records Management Brochure sent to our department for review. My staff and I have completed our review, and our recommendations have been written directly on the appropriate pages. In general, we feel that this revision is a great improvement over the original issue. While we have few recommendations to offer, we feel each is essential to assure a viable and workable program.

If I can answer any questions or be of further assistance, please let me know.

Attachment

c: C. L. Brown, Jr.
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"ONLY BEING THE BEST WILL KEEP US FIRST"

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